

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET  
E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
November 23 – 27, 2015**

**MONDAY, NOVEMBER 23, 2015**  
\*4:30 pm      Board of Adjustment      Room 391, Northern Building  
305 E. Walnut Street

**TUESDAY, NOVEMBER 24, 2015**  
(No Meetings)

**WEDNESDAY, NOVEMBER 25, 2015**  
(No Meetings)

**THURSDAY, NOVEMBER 26, 2015**

*HAPPY THANKSGIVING*



**FRIDAY, NOVEMBER 27, 2015**

*County Board Office Closed*



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

**WILLIAM BOSIACKI**

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/zoning](http://www.co.brown.wi.us/zoning)

ZONING ADMINISTRATOR

**AGENDA**  
**BROWN COUNTY BOARD OF ADJUSTMENT**  
**November 23, 2015**  
**4:30 p.m.**  
**Northern Building**  
**305 East Walnut Street**  
**Green Bay, WI 54301**

1. Call meeting to order
2. Roll call
3. Announce agenda – Public Hearing – Janet Sigmund
4. Certify public notice requirements-Green Bay Press-Gazette, published on November 8, 2015 and November 15, 2015
5. Describe Board's authority and rules of hearing
6. Open public hearing
  - \*Read appeal
  - \*Describe administrative decision
  - \*Describe onsite inspection
  - \*Applicant presents case
  - \*Objector presents case
  - \*Staff comments
  - \*Applicant rebuttal
  - \*Statements in support
  - \*Statements in opposition
  - \*Last call for testimony
  - \*Close public hearing
7. Deliberation and decision on appeal – Janet Sigmund
8. Adjourn meeting



Please Note: County Board will not meet again until December 16th due to the November 4th Budget meeting.

\*Admin has been moved from November 19th to December 3rd.





\*PD&T has been moved from November 23rd to November 30th.

## NOVEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2	3	4 Board of Sup Budget Mtg 9:00 am	5 *Tentative* Board of Sup 6:00pm	6	7
8 	9 Special Executive Cmte 5:30 pm	10	11	12	13	14
15 	16	17 Veterans Recognition Subcmte 4:30 pm	18 Human Svc 5:30 pm (NO COUNTY BOARD MEETING IN NOVEMBER)	19 CJCB 8:00 AM Admin Cmte See Dec 3	20	21
22 	23 Land Con/PD&T See Nov 30	24	25 Human Svc See Nov 18	26 Thanksgiving  County Board Office Closed	27 County Board Office Closed	28
29	30 Land Con 6:00pm PD&T 6:15 pm					



## DECEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 5:00 pm	3 Admin 5:30pm Ed&Rec 5:30pm Mental Health Treatment 4pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13 	14	15 Veterans Recognition Subcmte 4:30 pm	16 Board of Supervisors 7:00 pm	17	18	19
20 	21	22	23 Human Svc (Cancelled)	24 Admin Cancelled County Board Office Closed	25  County Board Office Closed	26
27 	28 Land Con 6:00pm PD&T 6:15pm	29	30	31 County Board Office Closed	County Board Office Closed - January 1st	

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center Executive/Finance Cmte (June 25, 2015)
- Aging & Disability Resource Center Nominating & Human Resources (October 17, 2014)
- Board of Health (October 13, 2015)
- Human Services Board (November 13, 2015)
- Library Board (September 17, 2015)
- Neville Public Museum Governing Board (November 9, 2015)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/  
FINANCE COMMITTEE MEETING** **June 25, 2015**

**PRESENT:** Marvin Rucker, Beth Relich, Barbara Robinson, Pat Hickey, Joan Swigert, Pat Finder-Stone, Ramon Fierros

**EXCUSED:** None

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Debra Bowers, Kinsey Black, Laurie Ropson

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

**PLEDGE OF ALLEGIANCE.**

**ADOPTION OF THE AGENDA:**

Ms. Hickey/ Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF April 16, 2015:**

Mr. Relich/ Ms. Robinson moved to approve the minutes of the regular meeting of April 16, 2015. **MOTION CARRIED.**

**FINANCE 101 TRAINING:**

- A. OVERVIEW OF ADRC BUDGETS, FUNDING, AND ALLOCATIONS:** Ms. Christianson referred to the Aging & Disability Resource Center Federal, State, and Local Funding PowerPoint and ADRC Finance 101 handouts throughout her presentation.

The funding streams for 2014 include: the Older American's Act 17%, ADRC State/Federal funds 50%, 85.21 State Transportation Grant 9%, County Levy 13.5%, private donations 10.5%. and Special Limited Term Grants that are still being calculated. Ms Christianson discussed the complexity of the funding; our need to combine funding sources according to program regulations in order to meet our agency's needs and local priorities. Emphasis was given regarding the strength and limitations of each funding source.

Ms. Christianson described major initiatives the ADRC will focus on for the upcoming year.

- **Managed Care: Family Care + IRIS** Transitioning to Family Care will take 36 months before all consumers on the waitlist are transitioned to services. We will need to plan for a 2/3 reduction in meals due to the transition to Family Care. Consumers who are with a Managed Care Organization will no longer be able to pay on a donation basis for home delivered meals. If meals are necessary, they will need to be included in the MCO's care plan with the consumer. The full cost per meal is \$7.28 for home delivered and \$8.54 for congregate. A new invoicing procedure is being developed with each MCO.
- **Modernization: Café/Employment, New Revenue** the ADRC continues to work towards a café model, which will involve putting together a Request For Proposal (RFP), collaborating with local partners, and GWAAR to create a sustainable model.

- **Dementia Capable Community: Alzheimer's Changes Everything AFCSP: New Administration** Previously, the AFCSP funding was awarded to NEW Curative to support daycare programs; the state has now indicated that this funding will need to go directly to qualified persons instead of one agency. Each eligible family would receive a small grant and a plan would be established to show how the money will be spent. AFCSP requires that a robust set of options be presented to the family where they can use the funds. I&A would perform assessments and create plans with consumers and clerical support would be needed to keep each plan and budget on track. It will be critical that invoicing, budget monitoring, and payments occur effectively.
- **Get to Know Us:** The Marketing Taskforce is working on a video to provide outreach to businesses and the general public to get to know us and to demonstrate our impact.
- **DHS Evaluation:** In 2016 we will be evaluated by DHS to see if we should merge with Economic Support. They will also be checking to make sure duplication is not occurring amongst the two governing boards.
- **Business Acumen Model:** Ms Christianson described a long term vision of the Administration of Community Living (ACL) and GWAAR to infuse a business acumen model into the programs. This new vision will assist aging programs sustain themselves. GWAAR will be expecting strategies within our 3 year aging plan.
- **Evidenced Based Prevention Programs:** The ADRC is working with Wisconsin Institute on Healthy Aging (WIHA) to explore accreditation of our evidenced based diabetes prevention program. The long range goal would be to capture reimbursement through CMS.

Ms. Brown announced that NEW Curative is prepared for the July 1<sup>st</sup> transition of transportation programs from Red Cross to NEW Curative. They have the staff on board and new software has been purchased, and new logos will be placed on the vehicles.

## **PRELIMINARY BUDGET REVIEW AND APPROVAL:**

### **A. DRAFT BUDGET:**

Ms. Christianson and Ms. Bowers referred to highlighted items on the 2016 Preliminary Budget explaining that these items could change based on the amount of levy and county chargebacks we receive from the Brown County on June 29 and the outcome of the State budget. The budget before the committee includes:

- Brown County Levy remains flat in the preliminary budget.
- The reduction of meals by 2/3 due to the transition to Family Care.
- AFCSP changes reflect the addition of a 20 hour per week, part-time clerical position. A small portion from Title-IIIB is calculated to support this position as well.
- As a result of the AFCSP required changes, NEW Curative will no longer be eligible to receive these funds directly. Day Care consumers can be referred to the ADRC for assessment and options counseling. Consumers would be able to use their AFCSP budget to buy day care directly.
- The proposed State Budget includes eliminating four of the 16 Dementia Care Specialists across the state. This means we could lose our current Dementia Care Specialist position. The DCS position has been included optimistically in the proposed budget. Ms. Christianson is working closely with the state around this issue and will keep an eye on the state decisions.

- No increase to health insurance costs.
- Charges and fees from community service have dropped.
- Cost of living and pay for performance is also figured into the budget.

Ms. Christianson referred to the 2016 Preliminary Budget report showing a deficit and indicated some decisions the committee could make that could impact the deficit:

- Increase our suggested meal donation from \$3.50 to \$4.00.
- Western Daycare has a high percentage of unserved meals, we could package and deliver the meals and freeze extra meals which would reduce waste.
- Reduce our marketing budget by \$1800.
- Charge a fee for the use of our Loan Closet. Other counties charge \$10 or \$15 for the use of a Loan Closet item for six months. This would allow anyone in the community to use the Loan Closet.
- We could also decrease the Loan Closet budget by \$1600 due to the generation of revenue if we were to charge for the use of equipment. The option to waive the fee would be available if someone couldn't afford to pay.
- Use designated funds from our net assets.

Ms. Giesen reported on our contractual agreements. The transportation grant requires 20% of the county levy to match the local the 85.21 program. The other contract requests were outlined by Ms Giesen: Aramark, Pulaski, Denmark, DePere, Human Services, Oneida, Salvation Army, NEW Curative. The requests have been included in the preliminary budget.

Ms. Brown thanked the ADRC for the partnership and for providing support to NEW Curative for many years. Ms. Misovec talked about the four adult day programs they currently provide, three of which support those with dementia. Daily capacity can reach 100 people per day. The cost is \$6.00/hour; one site is donation based while the other three are a fee for service.

Discussion occurred around increasing the suggested meal donation from \$3.50 to \$4.00 per meal and charging a fee for use of the Loan Closet. Concern was raised from a member of the Executive & Finance Committee about asking our most vulnerable population to increase donations for meals instead of finding other alternatives to come up with the money. Ms. Christianson also mentioned that an annual appeal is another option for us to generate donations from businesses and anyone in the community. The Committee agreed that asking for donations and fees in multiple ways would be the best solution.

Ms Christianson asked the committee to help prioritize the choices discussed to help offset the deficit. The committee discussed an annual appeal for greater donations to also include increasing the suggested meal donation and charging for the loan closet as the top priorities. If, following these strategies, the budget continues to have a deficit; the ADRC should use net assets to balance the budget. Following this discussion, the committee felt implementing the annual appeal and loan closet fee should occur regardless of the need within the budget.

#### **APPROVAL OF THE DRAFT BUDGET:**

Ms. Relich/Ms.Robinson moved to implement the donation change and solicitation and to implement the Loan Closet fee structure regardless of the budget. **MOTION CARRIED**

Ms. Robinson/Ms. Hickey moved to accept the current draft budget as presented. **MOTION CARRIED**

**ANNOUNCEMENTS:**

Ms. Relich spoke about "100 Women Who Care" an organization she's part of that awards non-profits \$10,000. On a quarterly basis, non-profits who've applied and selected present to the organization, one non-profit is awarded \$10,000. Ms. Relich will provide a form for the ADRC to apply.

**ADJOURN:**

Ms. Hickey/ Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 11:08 a.m.

**Respectfully submitted,**

**Kinsey Black, Administrative Specialist**



**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**NOMINATING & HUMAN RESOURCES MEETING** **October 17, 2014**

**PRESENT:** Beth Relich, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Joan Swigert, Barbara Robinson.

**ALSO PRESENT:** Devon Christianson, Debra Bowers, Christel Giesen, Guadalupe Mercado.

The meeting was called to order by Chairperson Diedrick at 4:11 p.m.

**ADOPTION OF AGENDA:** Ms. Relich/ Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF September 25, 2014:** Mr. Pamperin/ Ms. Robinson moved to approve the minutes of the September 25, 2014 Human Resource and Nominations meeting. **MOTION CARRIED.**

**ENTER INTO CLOSED SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility. 4:14)

Ms. Swigert/ Ms. Robinson moved to approve moving into closed session at 4:12 p.m. **MOTION CARRIED.**

**RETURN TO OPEN SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Mr. Pamperin/ Ms. Relich moved to approve returning to open session at 4:57 p.m. **MOTION CARRIED.**

**A. EXECUTIVE DIRECTOR EVALUATION:**

The Committee made a combined motion to accept Executive Director's performance evaluation.

**B. QUALITY AND OUTREACH COORDINATOR COMPENSATION**

The Committee made a combined motion to approve a step increase for the Quality Assurance and Outreach Coordinator to a Step 7.

**SLATE OF NOMINATIONS NEEDED FOR 2015 BOARD POSITIONS:**

Ms. Christianson presented the applicants for the 3 open Board positions. There are three applicants for the aging position and one applicant for physical disabilities position. The Committee recommended that Ms. Christianson move forward with pursuing the applicants to fill the current positions.

It was the consensus to recommend the Slate of Officers as presented to the full Board.

**UPDATE ON FAMILY CARE EXPANSION:**

Ms. Christianson began by updating the Committee on the meeting that the Joint Committee on Finance had scheduled for Tuesday, October 7 has been cancelled. The Joint Committee on Finance has the final say on whether Brown County can move forward with Family Care or not. They are scheduled to meet sometime in November but don't have a set date yet. Until further notice, Brown County will not move forward with any activity concerning Family Care expansion. The enrollment counselors that were hired to prepare for the enrollment period have been notified of the delay and will not have a start date until Brown County has a clear answer to move forward.

**PROCEEDINGS OF THE BOARD OF HEALTH MEETING**  
**Tuesday, October 13, 2015**  
**5:00 PM**

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Present: J.J. Tibbetts, MD, Audrey Murphy, Harold Pfothhauer, Karen Sanchez and Susan Paulus Smith

Excused: Joe Van Deurzen, Richard Schadehald

Staff Present: Chua Xiong, Rob Gollman, Ann Steinberger, Carolyn Harvey, Kris Kovacic, Anna Destree, Jeff Oudeans, Patti Zich (minutes recorder)

**1. Call to Order, Welcome, and Introductions**

Audrey called the meeting to order.

Chua introduced Caroline Harvey who is Chua's master prepared student with the University of Wisconsin – Madison. Caroline is the graduate student that is helping Chua look at all the documents and helping her through this process with the wind turbines. Caroline will graduate May 2016.

**2. Approval / Modification of the Agenda**

MOTION: To approve the agenda as presented.

Tibbetts / Pfothhauer

MOTION CARRIED

**3. Approval of Minutes of August 25, 2015**

MOTION: To approve the minutes

Audrey suggested "note taker" be changed to "minutes recorder."

MOTION: To approve the minutes as amended.

Pfothhauer / Tibbetts

MOTION CARRIED

**4. Presentation of evidence-based research methodology as it relates to the materials received on the Shirley Wind Farm**

Chua presented a PowerPoint presentation indicating there are several factors to consider when reviewing evidence-based research articles. It is the credibility of the journal, looking at the impact factor, prestige of the journal, the editor, and the publisher, all relative to the field or subfield of relevance to the topic. Impact Factor is a rating given to journals. The higher the score you have the more credibility you have. It looks at the strengths and limitations. For instance, if she published a research article in New England Journal of Medicine, she is going to get a rating of 54.42. If New England Journal of Medicine says your research article is not publishable and she could only get it published in the Environmental Health Perspectives she would only get a rating of 7.98. When you look at the credibility of journal articles and look at 54.42 vs. 7.98 she probably doesn't have a good rating as far as her research article. That is looking at the impact factor. The other is Scientific Rigor-how narrow, concise, and objective the design and analysis techniques are and how scrupulously the rules have been adhered to and applied to all decisions. This is how many steps are in the process and how closely you follow the process without straying away. Peer

Reviewed-Articles are written by experts in the field and are reviewed by several other experts in the field before the article is published in the journal in order to ensure the article's quality. Experts who review articles are carefully selected based on their scientific expertise, research area, and any bias toward the authors of the research article. When you are looking at these research articles you need to look at the credentials of the authors. Someone who has a PhD versus a Bachelor's Degree will have significantly more credentials. When looking at research article, the last author, the most senior person, is most important. They are usually the major professor, have more research in the specific field, and are more experienced.

Credibility of the Academic Institution is when a researcher is associated with Harvard, Yale, or Princeton for example, and you publish a research article, you are going to have more credibility with Harvard versus the University of Green Bay. In regard to the publication record of the authors, how many research articles has this person published, are they a novice, have they only published three research articles as compared to someone who has had ten plus research articles that are published. These are things that Chua is looking at and when looking at these things, it is time intensive.

Chua continued that when you have a research article that says Bona Fide meta-analysis, what they have done with the data is they have gone even further in reviewing by comparing results from previous separate studies.

Those are factors to take into consideration and when she is looking at a journal articles she is looking at the authors, the credential of the author, the association the university they are with, and is there any bias. She also looks at how the research is being conducted.

Carolyn Harvey continued with the research process itself. Scientific Evidence-Based Research follows a specific process and like any process has a set of steps and the closer you follow those set of steps the more accurate the results. In research the first step is the Literature Review. This really tells you what I am going to talk about and why I am going to talk about it. Questions to consider are how I want to talk about it, how do I answer the question, what am I going to measure, who am I going to ask, and how am I going to ask it. She gave an example about how to measure blood pressures. You gather 500 blood pressures. Those are your results. You can say these are high and these are low. That will be the discussion. The goal of a good discussion is to be able to have some kind of conclusion. These are high because, these are low because. The risk is what?

Carolyn Harvey demonstrated the standard process for evidence based research and the methods that are followed. Carolyn showed an article and reviewed the elements of a good research article starting with an abstract or introduction which is the "what" and the "why". The next element shows what you measured, where you measured it, how you measured it, and how often you measured it. Then the results which have some form of math and you'll end up with percentages and you will compare using statistics. The results are almost always displayed in the table, graph or chart. You will be able to see them, rather than read them. Then you move to discussion. Following with what the limitations were. Was there any conflicting interests and they will then display all of their references. The more references generally the more researched the topic is.

##### **5. Educational presentation and discussion on E-Cigarettes.**

Kris Kovacic stated the top 4 reasons to be concerned about e-cigarettes use are 1) E-cigarettes give off more than just "water vapor," 2) There are no specific regulations on the manufacture and sale of E-cigarettes, 3) E-cigarettes are not approved by the FDA to help smokers quit, 4) E-cigarettes appeal to youth. She continued that between September 2010 and February 2014, the poison centers reported 2,405 calls related to e-cigarettes and 16,248 calls related to cigarette exposure. The researchers note that these numbers are likely to be higher, since it is possible that

not all exposures would have been reported to poison centers. The researchers found that the number of total monthly calls relating to e-cigarette poisoning increased from 0.3% to 41.7% during the study period, while the number of calls relating to conventional cigarette poisoning did not show a similar increase. Furthermore, the report reveals that more than half of these calls (51.1%) involved children aged 5 years and under. Approximately 42% of the calls involved individuals aged 20 years and over. According to the investigators, child poisoning from traditional cigarettes is usually a result of children eating them, while poisoning related to e-cigarettes involves the nicotine-containing liquid, which is ingested, inhaled or absorbed through the skin and eyes. Calls relating to e-cigarettes were more likely to involve reports of adverse health effects after exposure – such as vomiting, nausea and eye irritation – than calls linked to conventional cigarettes.

Lambeau Field is a smoke-free facility as required by Wisconsin State Law. This includes the Lambeau Field Atrium, Curly's Pub, stadium bowl and concourses. There are NO designated smoking areas inside Lambeau Field, nor is exit and re-entry permitted for smoking. This policy also applied to smokeless and electronic cigarettes 0 they are no permitted. Guests who fail to comply with this policy may be ejected or subject to a fine. The Brown County Tobacco-Free Coalition guided the Packers in drafting this policy and encouraged them to include a ban on nicotine-carrying devices; this is how the ban on e-cigarettes stands today.

Key points are: e-cigarettes aren't good for our air or our kids; e-cigarettes haven't been proven to be safe; unregulated marketing, sale and distribution are driving demand; cessation claims are unproven.

What can you do? Join Community Action for Healthy Living; write letters to the editor; educate community organizations; educate policy makers.

#### **6. Discussion on relocation of the Health Department April 2016**

Family Care moving out opened the door to the discussion of the Health Department moving to Sophie Beaumont Building. At this point the biggest concern we have is parking for our clients. We understand there will be 20 plus stalls available right next to the building for clients. As far as parking for employees, that is still under discussion. Administration and County Executive are working on that right now. At this point we have started to form a planning committee because we actually don't know what the best option is for us in that building. Erik Pritzl, who is the Executive Director of Human Services, along with his staff, the Health Department staff and Facilities. We are not sure where we are going. A question that was tossed out to Chua was regarding the square footage and how much we would be losing. She indicated we are going from roughly 11,000 square feet to about 7,800 square feet. We will be meeting with Human Services this week Thursday to look at best options for us. Jeff Oudeans stated the County Executive is looking at 350 spots that Associated Bank has downtown so we would move all the county vehicles to that location and will try to open as name spaces as possible next to the Sophie Beaumont building. We would have to share these 20 spaces with Human Services. Chua stated we may have to have meetings with our community partners in other county buildings because we will share the conference room with Human Services.

#### **7. Environmental Division Update**

Rob Gollman handed out an Odor Complaint Data sheet. He stated we have seen a significant decrease in complaints overall. Particularly at the Sanimax Facility, of 16 complaints registered against the facility only 5 have been verified to date so far this year.

He also handed out a graph on establishment inspections. We see monthly variation in numbers of inspections due to temporary events, vacation time off, staff training events, committee participation by staff in policy and procedure writing for the Environmental Division.

Rob was pleased to announce we are moving forward to the interview phase in our recruitment process for our public health sanitarian position. We will be conducting interviews November 5<sup>th</sup> and 6<sup>th</sup>. There are 8 candidates who have been selected to interview and 5 have registered for interviews.

We are having our State Assessment of our food licensing/inspection program. Representatives for the Wisconsin Department of Agriculture Trade and Consumer Protection and the Department of Health Services Food Safety and Recreational Licensing Division will be here October 26<sup>th</sup> through the 29<sup>th</sup> evaluating the Environmental Division. They will be doing field inspections with the sanitarians and conducting a file review of our food establishment regulatory program.

#### **8. Correspondence**

All correspondence has been previously mailed to the board members.

#### **9. Director's Report**

Ann Steinberger talked about Blastomycosis and it is naturally occurring in the environment. It is the fungus grows and produces infecting spores under specific weather and soil conditions. Infection is not spread person to person. Fungal Infection caused by inhaling spores of a fungus that lives in moist soil and decaying wood and leaves. Symptoms can include cough, fever, chills, chest pain, and are present in about 50% of people infected. Incubation is 2-15 weeks and is treatable with antifungal. Wisconsin averages 80-90 per year with 61% hospitalized.

The WI DHS, Brown County Health Department and other local health departments are investigating a cluster associated with tubing on Little Wolf River with the time of exposure to be Memorial Day – Labor Day (15 weeks from Labor Day is Dec 21). Signs have been posted encouraging people to stay the raft, not walk along shore and stay off the island. However, people are taking pictures in the mud right next to the sign. Wisconsin's cluster case count is: Confirmed - 41, Probable/Suspect – 101. We contacted all individuals who went tubing with confirmed cases (45 Blasto-related interviews by BCHD) to evaluate for signs/symptoms and refer to medical care for appropriate diagnosis and treatment

The other outbreak we have been working on is the Salmonellosis Poona associated with the imported cucumbers from Mexico. Salmonellosis is a bacterial infection that generally affects the intestinal tract and occasionally urine or the bloodstream. Salmonella is most common cause of diarrheal illness in Wisconsin. In the state we have had 40 cases and 5 have been in Brown County.

Ann stated we have a 57 year old white male diagnosed with Tuberculosis and medications started September 25, 2015. He is in isolation and we are testing his contacts. So far all contacts have come back negative.

Ann stated seasonal influenza is here and we will be doing flu prevention clinics for children 6 months through 18 years at no charge. We are able to do these clinics and not screen for insurance because it is part of a preparedness functional exercise. Any remaining flu vaccine will be available at regular immunization appointments. During the 2014-2015 flu season the Brown

County Health Department followed up on 136 hospital associated influenza and 36 Influenza like illness outbreaks in long term care agencies.

Ann reported that viral meningitis is not a reportable disease and is most common type of meningitis and not to be confused with bacterial meningitis. About 90% are caused by common intestinal viruses called enteroviruses. People usually recover completely from viral meningitis. Transmission is through fecal-oral or contact with respiratory secretions. In regard to prevention, good health habits such as washing hands, avoid touching eyes, nose, mouth, cover cough or sneeze and staying home when ill.

10. **All Other Business Authorized by Law** – Chua asked the Board of Health if the minutes of each meeting could be posted on the web prior to approval. Susan indicated a draft could be posted as long as it says it is a draft. Dr. Tibbetts and Audrey Murphy agreed.

**11. Adjournment / Next Meeting Schedule**

MOTION: To adjourn meeting at 6:20 PM

Tibbetts / Paulus Smith

MOTION CARRIED

NEXT MEETING: DECEMBER 15, 2015 at 5:00 PM

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, November 13, 2015 in Room 365 of the Community Treatment Center – 3165 Gershwin Drive Green Bay, WI

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**Present:** Chairman Tom Lund  
Paula Laundrie, Craig Huxford, Bill Clancy, Susan Hyland

**Excused:** Carole Andrews, JoAnn Grashberger, Helen Smits

**Also**

**Present:** Erik Pritzl, Executive Director  
Luke Schubert, Hospital & Nursing Home Administrator  
Nancy Fennema, Director of Community Programs  
Eric Johnson, Finance Manager  
Mark VandenHoogen, Shelter Care Supervisor  
Kevin Schmeling, Shelter Care Supervisor

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1. **Call Meeting to Order:**  
The meeting was called to order by Chairman Tom Lund at 5:15 pm.

2. **Approve/Modify Agenda:**  
LAUNDRIE/HYLAND moved to approve the agenda.  
The motion was passed unanimously.

3. **Approve Minutes of October 8, 2015 Human Services Board Meeting:**  
  
CLANCY/HUXFORD moved to approve the minutes dated October 8, 2015.  
The motion was passed unanimously.

4. **Executive Director's Report:**

Executive Director Pritzl passed out copies of his Executive Director's report (attached).

When discussing the four part mental health initiative, Pritzl stated that the middle two are the easiest to implement as we already have providers in place that we could set up contracts with.

Q: Citizen Board Member Huxford asked if we are involved in the city announcement regarding them adding two employees to respond to mental health issues.

A: Director Pritzl stated that the city took up the initiative themselves but he directed the Green Bay Police Captain to connect with our Behavioral Health Manager to determine the best way to approach the change.

HUXFORD/LAUNDRIE moved to receive and place on file.  
Motion was carried unanimously.

4. **Presentation re: Shelter Care:**

The board was given a PowerPoint handout highlighting the Shelter Care unit (attached). Shelter Care Supervisor Mark VandenHoogen gave an overview.

Q: County Board Member Clancy asked if we are in need of additional staff to handle the high client count.

A: Supervisor VandenHoogen stated that we have a highly qualified team who work together to cover higher needs. We also have a pool of on-call staff who are utilized more when numbers are higher.

Q: Citizen Board Member Hyland asked if families can interact with the children while they are staying at Shelter Care.

A: Supervisor VandenHoogen stated we do encourage family visits unless they have been removed from the home due to abuse.

Q: Citizen Board Member Laundrie asked what curriculum is used for the independent living program.

A: Supervisor VandenHoogen stated that from the state standpoint, there is no mandated service and they just require social living skills surveys to be completed. He did go over the goals of the program.

HYLAND/HUXFORD moved to receive and place on file.

Motion was carried unanimously.

**6. Administrator Report (CTC):**

The NPC monthly report and the QAPI summary report were submitted with the board packet agenda.

LAUNDRIE/HUXFORD moved to receive items 6a and 6b and place on file.

Motion was carried unanimously.

**7. Financial Report:**

A financial report was submitted with the board packet agenda.

Q: Chairman Lund asked if we have reached out to other counties to utilize our CBRF facility.

A: Executive Director Pritzl stated we are looking at doing some open house events. Other counties have been reaching out to us more frequently lately and we have seen our numbers improve.

LAUNDRIE/HYLAND moved to receive and place on file.

Motion was carried unanimously.

**8. Statistical Reports:**

Please refer to the packet which includes this information.

HUXFORD/CLANCY moved to receive and place on file.

Motion was carried unanimously.

**9. Approval for New Non-Continuous Vendor:**

Please refer to the packet which includes this information.



LAUNDRIE/HUXFORD moved to receive item 9 and place on file.  
Motion was carried unanimously.

**10. Other Matters:**

Next Meeting: Thursday, December 10, 2015  
5:15 p.m. – Sophie Beaumont, Board Room A

**11. Adjourn Business Meeting:**

LAUNDRIE/HUXFORD moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:20 p.m.

Respectfully Submitted,

Kara Navin  
Office Manager

*Brown County Human Services*

Executive Director's Report to the Human Services Board & Committee

November 12, 2015

Members of the Board/Committee:

The first item to update the Human Services Board on is that the County Board passed the Human Services budget as presented. This budget has many positions and initiatives that will be helpful in improving services and operations as a department. The support of the County Executive and the County Board of the initiatives is greatly appreciated, and we, as a department, look forward to 2016.

In addition to the budget as presented, the County Board supported a significant investment in improving and enhancing mental health and substance abuse services in Brown County. A number of community members spoke in support of this four part initiative. This proposal came out of the meetings of the ad hoc Mental Health Treatment Committee, and support for the proposal came from the Basic Needs Group and the Mental Health Task Force. The proposal includes:

- Transitional Residential Treatment to provide substance abuse treatment, immediate access to peer support through the environment and case management in the areas of personal health and hygiene, community socialization, job readiness, problem resolution counseling, housekeeping and financial planning.
- Increasing mobile crisis capacity to provide more onsite, in-person interventions for individuals experiencing a mental health crisis.
- Detoxification Services to fund medically managed inpatient detoxification services in a hospital setting.
- Creating a Day Report Center to serve as an alternative to incarceration for non-violent adult offenders. This would include monitoring, behavioral health screening and counseling, vocational coaching and employment support.

The County Board further added funding to support training related to the Child Abuse Task Force. Training for the community, and for the department, is a worthwhile investment.

Luke Schubert, the Nursing Home and Hospital Administrator, will take time to review the reports from the Community Treatment Center included in the packet. We continue to see improvements in the census and operations at the Community Treatment Center.

Planning continues for the move of the Health Department to the Sophie Beaumont Building in 2016. A committee and workgroup structure has been established to move the project forward in a way that meets the needs of the public, and the operational needs of the departments involved. Collaboration between the departments is critical to make this a success.

Respectfully Submitted By:



Erik Pritzl, Executive Director

## Brown County Shelter Care/Independent Living

Presented by: Mark Vanden Hoogen and Kevin  
Schmeling

## What is "Shelter Care"?

### Jail/Secure Detention?



### Homeless Shelter ?



### Animal Shelter?



#### Shelter Care- Licensing Definition

Shelter Care is a non-secure juvenile court detention facility licensed by the state of Wisconsin and designed to provide short-term residence and care to male and female youth ages 10-17.





## Numbers over the years

	CHIPS	JIPS	Delinquents	Total
2011	89	25	172	286
2012	77	70	162	309
2013	85	57	172	314
2014	105	13	249	367
2015	86	26	240	352**

## Independent Living

Independent Living Supervisor: Mark Vanden Hoogen  
ILS Coordinator: Sheri Konitzer

## John Chafee Act

- The federal John H. Chafee Foster Care Independence Act of 1999 outlines requirements and provides funding to help identify and meet the needs of youth in an out-of-home care court ordered placement who are likely to age out of care at age 18 or older and those that age out of care up to age 21.

## Brown County ILS Program History

- Prior to 2012, the ILS was contracted to an outside agency.
  - At this time the state compliance rate was 33%
- Since 2012, ILS has been facilitated out of the Shelter Care facility
  - As of July 10<sup>th</sup>, the state compliance rate was at 98%
  - This is the highest rate in the state by 1%

## ILS Eligibility/Numbers

- Youth become eligible once they have reached the age of 15 ½ and are placed in out of home care
  - If a youth becomes reunified/adopted they are un-eligible for ILS services
- As of June 30, 2015 Brown County had 64 youth that were eligible for services
  - That number will fluctuate with new youth coming into the system, youth that are re-unified, or youth that move into this area.

## Goals of ILS Program

- Teach youth how to become a good citizen
  - Interpersonal Skills
- Teach self sufficiency goals
  - Receive High School Diploma
  - Gainful Employment
  - Post Secondary Education

## Barriers that youth face

- Unavailable Housing
  - Waitlists into transitional living programs are at least a year
- Participation by Youth
  - Youth refuse participation despite encouragement
  - Youth exit care prior to court order ending
- Unemployment
- Youth are taken advantage of
- Criminal background of youth
- Lack of funding for needed services

## Community Response

- One of the first items that we discovered is that we aren't able to do it alone due to barriers that are present.
  - In late 2012, the Youth Independent Living Coalition (YILC) was formed consisting of community agencies that worked with this population.
    - Two sub groups were formed
      - One group focused on finding lifelong connections for the youth
      - The other group worked towards applying for a Basic Needs Grant

## Lifelong Connections

- Brown County is developing a "Teen Pals" program that will start in early 2016.
  - This program will team up a mentor and a youth for "guided mentoring"



## Aging Out Grant

- The coalition that worked on applying for the grant from Greater Green Bay Community Foundation was:
  - Brown County, CASA, American Foundations, Advocates, and Bay Area Workforce Development
- This past June we were notified that we were the recipients of the \$300,000 grant over the next 3 years.
  - This will be used to assist the aging out population

## Changes coming in 2016

- The state is moving to a regional model for youth 18-21.
  - Brown County along with 16 additional counties make up Region 2.
  - Bay Area Workforce Development Board is the regional provider for this region and will take over the 18 + population
  - The individual counties still have the responsibility to oversee the 14-17 population

Questions?

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 17, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, and JOHN VAN DYCK,

**EXCUSED:** CHAD BIANCHI, TIM NIXON, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

**ALSO PRESENT:** Brian Simons, Curt Beyler, Lori Denault, and Sue Lagerman (staff).

### CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:19 p.m.

### II. APPROVE CONSENT ITEMS

**A. Agenda** There were no changes to the agenda.

**B. Minutes** There were no changes to the minutes and they stand approved.

### III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

### IV. LIBRARY BUSINESS

#### **A. Technology Report**

A Sharp Aquos Board was installed at the Central Library and staff is being trained. eResource, the catalog enhancement, went live. Two display monitors have been installed in the Central Library Board Room. The Kress and Weyers-Hilliard branches have digital display monitors that will run the same presentation software as the one at Central.

C. Beyler reported that projectors have been installed in the Meeting Rooms at Central, Kress and Pulaski. Audio has been installed at the East and Ashwaubenon branches and in the Somers Room at Central. Similar work has just begun at Weyers-Hilliard. With the exception of Wrightstown and Denmark branches, all projectors are mounted.

#### **B. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. L. Denault presented the August, 2015 financial report and the August, 2015 Gifts, Grants and Donations. **Motion** by N. Jeske, seconded by C. Buboltz, to approve the July 2015 financials and gifts, grants and donations as follows:

#### Brown County Library Gifts, Grants & Donations Report August 2015

#### **Gifts & Donations**

08/06/15	FBCL/Wrightstown Area Library Committee	2,744.63	Wrightstown Operating Exp.
08/06/15	Friends of Brown County Library	68.74	Every Child Ready to Read
08/06/15	Friends of Brown County Library	181.44	Apple TV Adapters
08/13/15	Barbara Jenkins	50.00	Kress Children's Materials
08/19/15	Branch Buddies of Brown County Library	648.64	Classes & Events
08/19/15	CPR Services - In Memory of Kathy Young Kinate	150.00	Parent/Teacher Materials
08/19/15	Sisters of St. Francis of the Holy Cross	200.00	Cellcom Edible Garden
08/26/15	Anonymous	1,000.00	Ashwaubenon Improvements
08/31/15	Ciara Butow	10.00	Library Improvements
08/01/15	Ashwaubenon	16.44	Donation Box
08/01/15	Bookmobile	4.75	Donation Box
08/01/15	East	34.01	Donation Box
08/01/15	Weyers/Hilliard		Donation Box
08/01/15	Central	26.28	Donation Box
08/01/15	Kress	25.30	Donation Box
08/01/15	Pulaski	6.75	Donation Box

08/01/15	Southwest	10.32	Donation Box
08/01/15	Wrightstown	9.05	Donation Box
	<b>Total Donations</b>	<b>\$ 5,186.35</b>	

#### **Federal & State Grants**

08/06/15	AT&T	5,515.20	E-Rate
08/19/15	Nsight/Cellcom	1,372.80	E-Rate
08/26/15	Century Link/Northeast Telephone Company	1,411.20	E-Rate
08/31/15	Nicolet Federated Library System	\$ 3,971.30	Collection Development
08/31/15	Nicolet Federated Library System	2,083.33	Technology Grant
	<b>Total Grants</b>	<b>\$ 14,353.83</b>	

**Motion carried.**

### **C. FACILITIES REPORT**

C. Beyler reported that work at the Southwest Branch is likely to start in early date October and wrap up by the end of November or, early December. Construction won't intrude on interior library space until the last three or four weeks of the project. Lighting improvements in Central's auditorium are finished.

**1. Discussion of and possible action on use of Library 425 fund** B. Simons reported that he is still waiting for an answer regarding if the bonded money can be used toward furniture and auditorium upgrades. The bond document doesn't stipulate for Central only but the related resolution does. A new resolution could change that. The deadline to have it spent is not known. Chad Weininger has expressed an interest in updating some of infrastructure (based on the Trane study) but Central Administration doesn't feel that \$1M is enough to accomplish a whole project since one improvement depends on another. Originally, funds were bonded for engineering reports and blueprints. J. Van Dyck suggested that perhaps some of this money be spent on having a vision developed by an architectural firm and conduct studies on all locations to ultimately formulate a plan. This could be a good use of the money since there isn't enough money for repairs.

C. Buboltz suggested the idea of investing some of the money into Central's 3<sup>rd</sup> floor. K. Pletcher suggested an update on previous studies. B. Nielsen mentioned that HGA architects (MKE) has staff that specialize in libraries. They might be able to assist in writing up a practical Scope of Services that includes an assessment of mechanical systems. B. Simons will reach out to HGA staff and possibly have them come up and meet with the facilities committee.

The parking lot project is in limbo. Per Public Works, action has stopped. J. Van Dyck reiterated that it has to be done and that the Board has approved this project. He suggested that a resolution be included on PD&T's next meeting agenda that would authorize the transfer of money, in specific amount, to the Library budget for repairing the parking lot. This resolution should also include furniture replacement for varying locations.

### **V. REVIEW FUTURE LIBRARY SERVICE VISION AND MISSION**

No update.

### **VI. 2016 BUDGET UPDATE**

#### **A. Prioritize 2016 budget items per strategic plan**

B. Simons distributed a spreadsheet that took budget items outside of the \$160,000 the county executive (to keep all services at the current minimum level county-wide) is providing and weighted them using the criteria of strategic plan and mission and prioritized each item. This spreadsheet identifies what the library would need should additional budget money become available. It is important that the library has to advocate for all these things as they were included in the Library Board approved budget.

### **VII. OLD BUSINESS**

None.

### **VII. NICOLET FEDERATED LIBRARY SYSTEM**

Next meeting is in October.

### **IX. PRESIDENT'S REPORT**

None.



#### **X. LIBRARY DIRECTOR'S REPORT**

The Library received a \$10,000 matching gift for the Ashwaubenon Branch. K. Pletcher and B. Simons had a very positive meeting with the Bellevue Village Board regarding options of providing a library in Bellevue. Supervisor Harold Kaye also attended expressing his belief that the county should fund county facilities. Bellevue's former Village President, Craig Beryl, spoke in support of libraries and public comment by 6 people also expressed support of libraries. The East Branch lease is up in February 2018. The current building doesn't really fit the library's growing needs.

There have been talks with Denmark High School regarding fiber, possibly funded with e-Rated funds, per NSight and BCTS. Fiber already exists nearby. This is a good opportunity to get good rate.

Corporation Counsel Kristin Hooker will meet with the judge regarding a dispositive motion on September 30. She indicated that legal interpretation does not need a jury – it only needs a judge to review and say yes or no. For 2016 bills, even if Outagamie doesn't pay, Brown County should because it is the law.

#### **XI. PERSONNEL COMMITTEE**

C. Buboltz and K. Pletcher met with B. Simons to review the process for tonight's closed session.

**XII. CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – performance review for Executive Director.

**Motion** by J. Van Dyck, seconded by C. Buboltz, to move into Closed Session at 7:58 p.m. Roll call vote: Aye: C. Buboltz, J. Van Dyck, B. Nielsen, N. Jeske, and K. Pletcher. Nay: None. **Motion carried.**

**Motion** by B. Nielsen, seconded by N. Jeske, to return to Open Session at 8:22 p.m. Roll call vote: Aye C. Buboltz, J. Van Dyck, B. Nielsen, N. Jeske, and K. Pletcher. Nay: None. **Motion carried.**

#### **XIII. APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION**

**Motion** by C. Buboltz, seconded by J. Van Dyck, to fulfill the Executive Director's contract for incentive pay increase based on the 6 month performance review. **Motion unanimously approved.**

Brian expressed his appreciation for the library board's feedback and support during his first 6 months.

#### **XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

#### **XV. MEETING SUMMARY/NEXT MEETING PLANNING**

#### **XVI. ADJOURNMENT**

**Motion** by B. Nielsen, seconded by N. Jeske, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:25 p.m.

#### **NEXT REGULAR MEETING**

October 15, 2015

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary



Bridging Communities. Connecting. Generations.

### **PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, November 9, 2015 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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PRESENT: Kevin Kuehn, Bernie Erickson, Erik Hoyer, Tom Sieber, Kramer Rock and Diane Ford  
ALSO PRESENT: Ryan Swadley, Kevin Cullen, Kasha Huntowski, and Beth Lemke

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#### **CALL MEETING TO ORDER**

1. Chairman Kuehn called the meeting to order at 4:30PM.
2. APPROVE/MODIFY AGNEDA

Motion made by Bernie Erickson and seconded by Kramer Rock to approve the agenda.  
Vote taken. MOTION APPROVED UNANIMOUSLY.

Museum Education Update. Education Specialist Ryan Swadley provided the board the following summary and next steps.

#### **Summary**

- The Museum's youth tour program was recently overhauled, but it has not been evaluated; will need to implement individual evaluations for each tour going forward, and also begin reaching out to educators and assess the overall program to determine if it meets their needs, and what we can do to better meet their needs.
- There has been success with our youth programming, but those programs also need to have an evaluation system put into place. New initiatives are already underway, and this is the area with the greatest potential for growth.
- Similarly, adult programs have also been successful, and improvements are already underway. This is the area we've evaluated the most, and have gleaned much useful information.
- Our management of volunteers has been poor in terms of recruitment, engagement, and retention. Simply, we need to find better ways to utilize the volunteers we have, and as the needs for volunteers increase as program attendance increases, we will need to do a better job of managing those volunteers.
- While we do have a couple solid community partnerships, there is no shortage of folks we need to reach out to and work with.

For each programmatic area, the following steps will lead to improvement:

1. Identify the museum's core audiences and design programs around that audience's needs going forward, instead of developing programs and then trying to "sell" them to audiences.

2. Implement three levels of evaluation: Evaluation of the core tenants of each program series by stakeholders, participant/teacher evaluations, and internal evaluation to ensure programs support our mission.
3. Remain responsive, data-driven, and remember that nothing is sacred.

#### Next Actions

- Implement evaluations for youth tours and programs, and begin implementing changes based on those results.
- Reach out to contacts within the school system to determine that audience's needs from NPM, and adopt changes accordingly. Form a group of educators and professionals that can act as an advisory body.
- Reach out to community organizations to develop mutually beneficial programming.
- Reboot the volunteer experience from the ground up; develop new procedures for recruitment, continued education and engagement, communication methods, etc.
- Find new ways to make core audiences more aware of the programming designed for them.

Discussion ensued, Erik Hoyer recommended reviewing other local cultural venues volunteer programs specifically the Botanical Gardens. Bernie Erickson suggested once a revamped volunteer program was in place that the museum present its needs to the Retired Men's Club for assistance. Foundation Director Huntowski stated that once the program is revamped the Brown County Women's Community Club would also be a resource for the museum. Kramer Rock recommended better utilizing UWGB resources. Director Lemke stated that the museum's internships specifically in the collections department are greatly successfully with students from UWGB and St. Norbert. NWTC has had involvement on the grounds form Landscape and Design. Lego Lambeau would not have made the move from Bellin Hospital if it was not the volunteering of NWTC's Prototype and Design class and the museum in conjunction with a NWTC Problem Solving Class is hosting a Red Cross Blood Drive.

3. Museum Directors Report. Museum Director Lemke asked Deputy Director Cullen to provide a report on the 2015 Wisconsin Museums Conference presented by the Wisconsin Federation of Museums which the museum hosted on Monday, November 2<sup>nd</sup>. Deputy Director Cullen and Curator Zimmerman lead a session called Breathing New Life Into an Old Exhibit. The intent of the session was to gain expert museum opinion on methods to revitalize our aging permanent exhibition *On the Edge of the Inland Sea*. Participants had the chance to review the exhibition and generate content and design input, before reconvening for a group discussion regarding the project. The purpose of collecting data internally will drive future decisions in the visitor experience planning process.



Since the last board meeting the museum hosted our second Dinner Series Program for the year, hosted a sold out School Day Off Robotics Workshop, hosted a Brewing and Bottling Event for the Current Young Professionals group for 49 people, held a Kids and Canoes workshop in conjunction with Sisters in Spirit, opened a new "exhibit" in two cases in the Main Gallery with Jennifer Stevens with a program.

Staff is preparing the holiday truck for the Downtown Green Bay Parade. Lego Lambeau is getting set up for its debut on Saturday, November 21<sup>st</sup>. Bruce the Spruce and The Childrens Only shop will open for business Saturday, November 21<sup>st</sup>.

The Museum was invited to decorate a tree for auction for the 2015 Connect Inc., a cancer concierge and Nagel Private Wealth Management Christmas Tree Jubilee gala on Tuesday November 24<sup>th</sup>. The museum's tree is called *Snapshots in Time* and features 40 nostalgic images from the photography collection.

The Museum is also sponsoring Santa at the Bay Park Square Mall this Holiday Season. Santa will be handing out Museum passes with suckers. The Museum has a few exhibit, gift shop and membership ads in the Fox Cities Magazine, You Magazine and the Press Gazette. Additionally the Museum is a stop on the Holiday Gingerbread House Tour again this year.

Museum Director Lemke met with PMI and has started operational and programmatic discussions for the 2016 Tall Ships Festival.

The Research Technician recruitment has moved to interview selection.

Discussion ensued, no action taken.

**2015 Governing Board Meeting Dates**

Monday, December 14, 2015

**2016 Governing Board Meeting Dates**

**No January meeting**

Monday, February 8, 2016

Monday, March 14, 2016

Monday, April 11, 2016

Monday, May 9, 2016

Monday, June 13, 2016

Monday, July 11, 2016

Monday, August 8, 2016

Monday, September 12, 2016

Monday, October 10, 2016

Monday, November 14, 2016

Monday, December 12, 2016

4. Such other matters as authorized by law: With Veterans Day approaching Kramer Rock asked to recognize Bernie Erickson for his military service and for his ongoing community involvement with Veteran's and Veteran's Services.

Next meeting of the Neville Public Museum Governing Board will be **Monday, December 14, 2015 at 4:30pm.**

5. Adjournment. Motion to adjourn made at 5:14PM by Bernie Erickson and seconded by Erik Hoyer Vote taken.  
MOTION APPROVED UNANIMOUSLY